

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING
JUNE 27, 2011 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on June 27, 2011 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6th Street, Coupeville, Washington. Other topics for the Regular Session followed at 2:00 p.m. as shown on the agenda. Angie Homola Chair and Helen Price Johnson, Member were present. Commissioner Emerson attended via Polycom from her office on Camano.

**ROUNDTABLE WITH ISLAND COUNTY
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS**
(Recording Part 1)

Elected Officials and Appointed Department Heads Attending:

Melanie Bacon	Keith Higman - <i>Excused</i>	Bob Pederson
Greg Banks	Angie Homola	Brooke Powell
Robert Bishop – <i>Excused</i>	Betty Kemp	Helen Price Johnson
Mark Brown	Tim Lawrence	Dan Sherk
Sheilah Crider - <i>Excused</i>	Elaine Marlow	Bob Thomas - <i>Excused</i>
Kelly Emerson	Ana Maria Nunez	Debra Van Pelt
Mary Engle	Bill Oakes	
Jackie Henderson		

Together with the monthly departmental roundtable reports by Elected Officials and Appointed Department Heads, other topics of interest included:

IT Strategic Committee Update

Handout provided - Island County Information Technology Project Procedures Manual

The information previously provided is now contained in this usable format. It was suggested that any questions be directed to IT or IT team members.

IT Intranet Update

Once completed, this will be an important tool for internal communications. It will be the responsibility of individual departments to create their own content.

(Recording Part 1 @ :40)

Evening Public Hearings

Commissioner Emerson believes the Board should adhere to Island County Code and hold public hearings on the fourth Monday of the month at 6:00 p.m.

(Recording Part 1 @ 19:00)

Facilities

Mr. Sherk, at the request of his evening staff, expressed appreciation for everyone's patience during a time of low staffing.

(Recording Part 1 @ 19:48)

Wellness Committee – Employee Picnic

Ms. Bacon provided an update on the upcoming County picnic, entertainment, and need for volunteers.

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(Recording Part 1 @ 22:29)

Proposed Policy Revisions, Performance Appraisals and Salary Ranges

The primary revisions include:

- Performance appraisals. Supervisors would have a requirement to evaluate employees' performance each year. Those department heads who report to the Board would have their own performance reviews and increases impacted by whether they are reviewing their employees.
- Salary structure. For non-represented employees there would be an elimination of automatic longevity increases, moving instead to a performance-type merit increase model.

(Recording Part 1 @ 43:10)

Vacation Policy Revision

The primary issue of concern is the idea of capping vacation accrual at 30 years.

(Recording Part 1 @ 50:15)

Volunteers

Ms. Bacon suggested that departments with 1845 employees include the union in discussions or inform the union about bringing on volunteers. Guidelines will need to be developed around volunteers and what volunteers can or cannot do.

(Recording Part 1 @ 51:02)

Termination Dates

Ms. Bacon is trying to ascertain the percentage of employees who voluntarily terminated because they received a better paying job elsewhere. She thanked those who did respond to her request for information and reminded those who have not yet responded, to please do so.

Roundtable adjourned at 12:20 p.m. The next Roundtable is scheduled for July 25, 2011 at 11:00 a.m.

The Board of Island County Commissioners (including Diking Improvement District #4) met at 2:00 p.m. to consider items contained on the agenda. Commissioner Emerson attended via Polycom from her office on Camano. The meeting began with the Pledge of Allegiance.

PUBLIC INPUT OR COMMENTS

None

CONSENT AGENDA

[Documents on file with the Clerk of the Board]

(Recording Part 2 @ 1:20)

BY UNANIMOUS MOTION (3-0) the Board approved the following items presented on the Consent Agenda:

Pre-audited bills: \$660,764.76
 Vouchers: \$452,153.59
 Electronic funds transfers: \$15,691.21
 Payroll: *None presented*
 Minutes: *None presented*

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Human Resources - Personnel Action Authorizations

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Health	056/11	Acctg. Supervisor	2411.00	Replacement Position	08/0/11
Health	057/11	Assistant Planner	1708.04	Replacement Position	07/01/11
Juvenile Court Services	058/11	Juvenile Detention Officer	1407.05	Replacement Position	06/27/11
Public Works Parks	059/11	Camano Parks Tech	1755.03	Increase hours from 37.5 to 40 hrs per week	06/01/11
Public Works Parks	060/11	Parks Technician	1755.01	Increase hours from 37.5 to 40 hrs per week	06/01/11
Public Works Parks	061/11	Parks Tech Temp	1505.05	Temp Position until November 30, 2011	06/20/11
Treasurer	062/11	Admin Assistant Temporary	2112.00	Temp position 28 hours per week until 12/31/11	06/20/11

Public Health

Purchase Order with PosterSigns.com. Department of Health funded purchase of training materials for Septic Operations & Maintenance classes for several jurisdictions; Purchase Order No. 9509; Amount: \$10,834 (RM-HLTH-11-0179).

Public Works – County Roads

Contract/Contract Bond – Island Asphalt & Sitework, Inc.; Glendale Creek Restoration & Fish Passage Enhancement; CRP 11-05, Work Order 498

Public Works

Agreement – Triad Engineering & Planning Associates, Inc.; On-call for Surveying, Engineering & Planning; \$200,000.00; Expires December 31, 2013 (RM-PW-11-0092) (PW-1120-029)

Superior/Juvenile Courts

Amendment #1 to Agreement to provide Family Law Courthouse Facilitator Services – extending contract services to August 31, 2011; Amount: \$21,333.36 (RM-SC-11-0011)

REGULAR AGENDA

[Documents on file with the Clerk of the Board]

Human Resources

Replacement of Deputy Auditor/Recording Section

(Recording Part 2 @ 5:35)

Ms. Crider explained the urgency to fill a position expected to vacate July 7.

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(Recording Part 2 @ 8:14)

Action:

By unanimous motion (3-0) the Board approved PAA 063/11.

<u>Department</u>	<u>PAA #</u>	<u>Description</u>	<u>Position #</u>	<u>Action</u>	<u>Eff. Date</u>
Auditor	063/11	Licensing/Recording Clerk	208.02	Replacement Position	06/20/11

PUBLIC HEARINGS

[Documents on file with the Clerk of the Board]

None scheduled

COMMISSIONERS COMMENTS & ANNOUNCEMENTS

(Recording Part 2 @ 9:25)

Commissioner Emerson

- The Move America Forward and Troop-A-Thon were a success with over a half million dollars donated.

(Recording Part 2 @ 10:00)

Commissioner Price Johnson

- The Sustainability Coalition was informed that Puget Sound Energy has a pre-lending program for a power cost monitor. Information is available at both the Coupeville and Freeland libraries.
- Update on the Washington State Ferries Community Meeting held in Langley, a legislative update as well as a number of other items.
- Update from the Senior Services Board Meeting.
- Update from the Meals-on-Wheels run on Camano attended by Board members.
- Update from the Coastal Caucus meeting.

(Recording Part 2 @ 15:28)

Chair Homola

- The Big Kiss Challenge (challenge between ICSO (Sheriff Brown) and OHPD (Chief Wallace) to see who can raise the most money for United Way.
- Also appreciated the Meals on Wheels effort on Camano. She has prepared a statement that will be posted to the County's website along with photographs. While on Camano Chair Homola also visited the Stanwood Camano Area Foundation (YMCA), Windermere Realty (regarding sales), Four Springs, and the tennis courts under consideration.
- She will present at a future Work Session a resolution recognizing the Centennial birthday of the Navy.

(Recording Part 2 @ 17:30)

- Commissioner Homola commented that she believes there was a misstatement in Commissioner Emerson's newsletter concerning the Whidbey Camano Land Trust seeking property in the Accident Potential Zone of NAS Outlying Field Coupeville.

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(Recording Part 2 @ 18:28)

- Review of calendars

Chair Homola advised that Island County offices would be closed for the July 4 legal holiday, opening again on Tuesday, July 5.

There being no further business to come before the Board the meeting adjourned at 2:20 p.m. The Board will meet next in Regular Session on July 11, 2011 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board